Utah STATE OFFICE of Education

SIS+ 2000

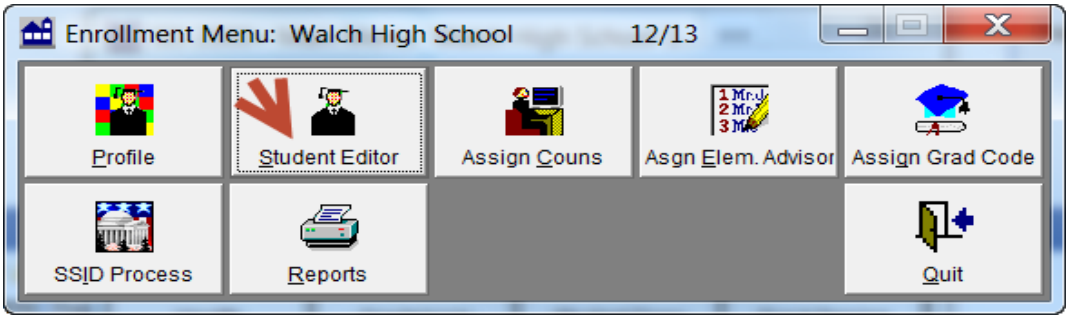
Processing the Summer Graduate

Summer Graduate

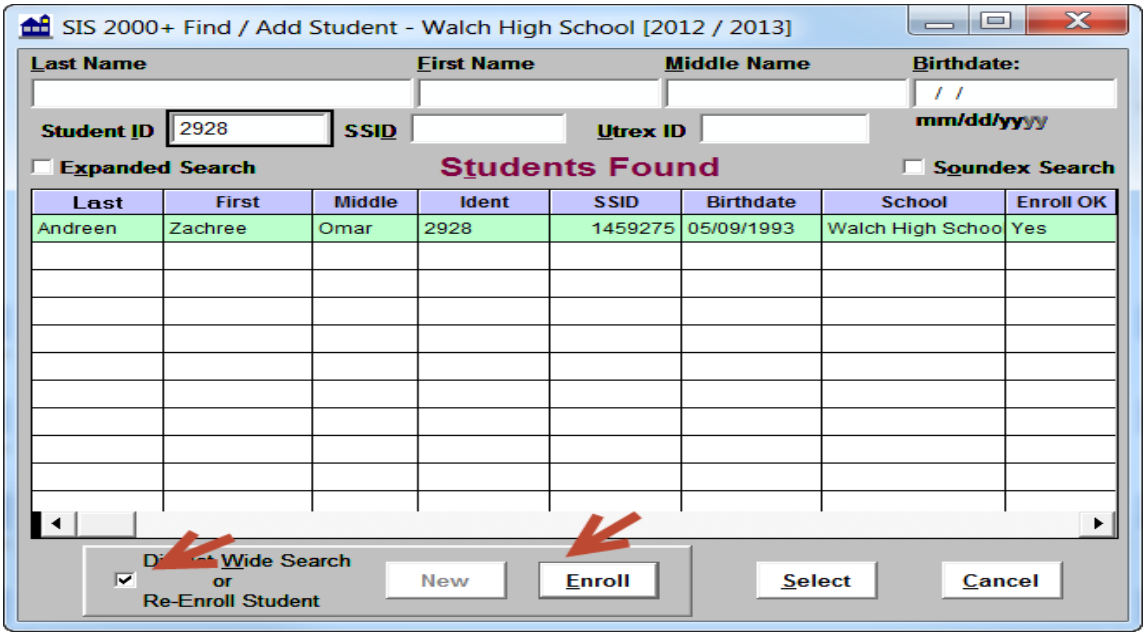
Background Information: If a student did not graduate on time at the end of the school year but intends to earn enough credits to graduate during the summer, he should be given a "GP" Graduation Pending - High School Completion Status. When he subsequently earns the credit and qualifies for graduation, special attention needs to be paid to entering codes and dates correctly. If the student fails to earn the required credits, he will become an automatic dropout for Clearinghouse purposes (without your intervention). *Important: The procedures described below are based on the assumption that your Clearinghouse upload file has been submitted prior to when students earn the needed graduation-qualifying credit. If it has not, insert graduation dates/codes in the usual way.*

Enroll Student

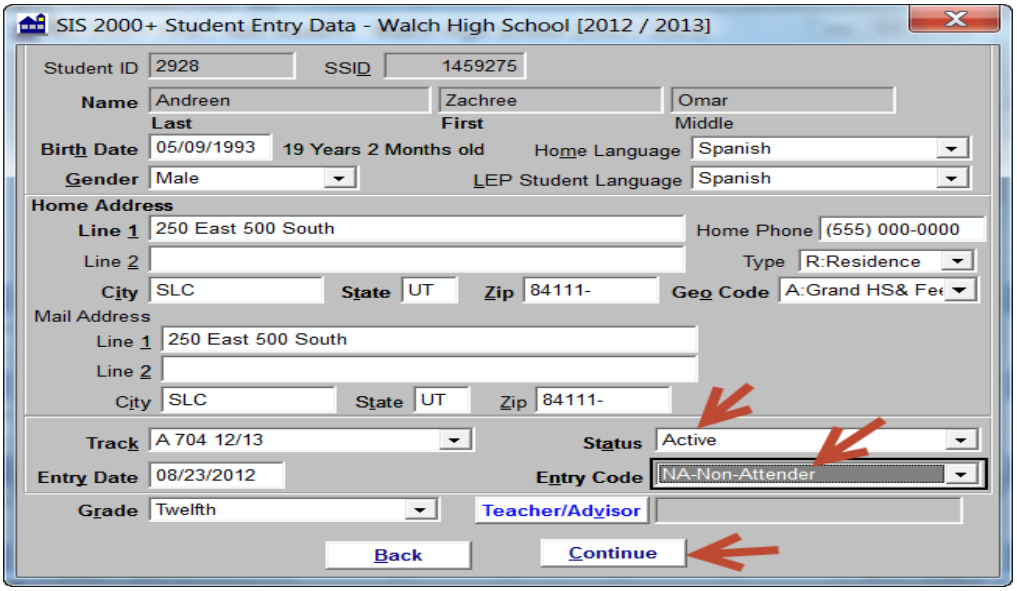
- Select "Student Editor"



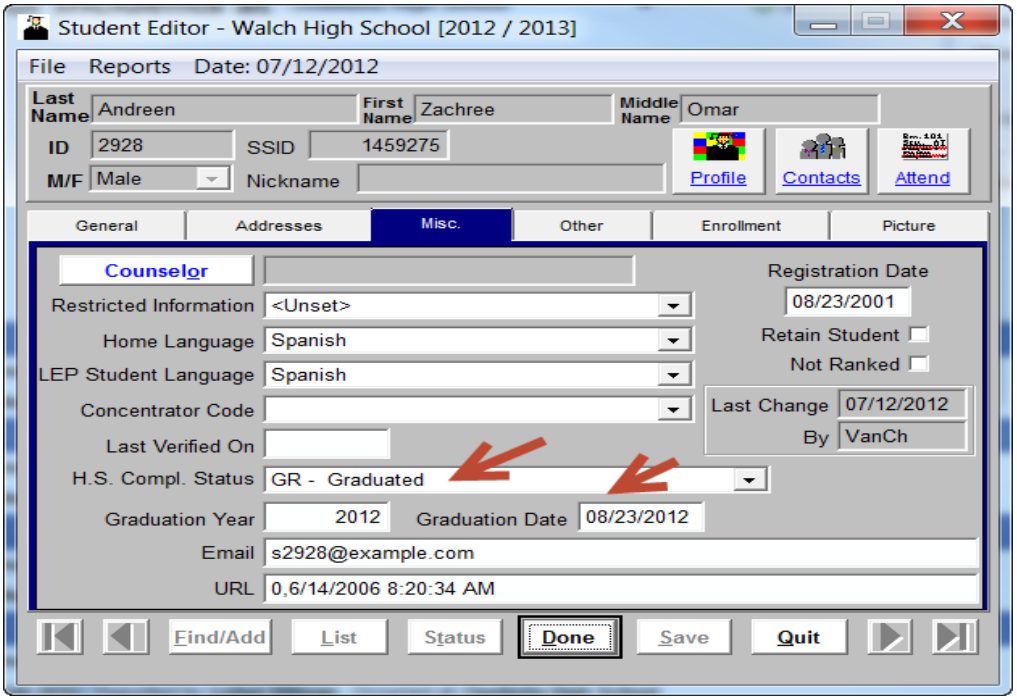
- Find student
- Click "District Wide Search"
- Click Enroll



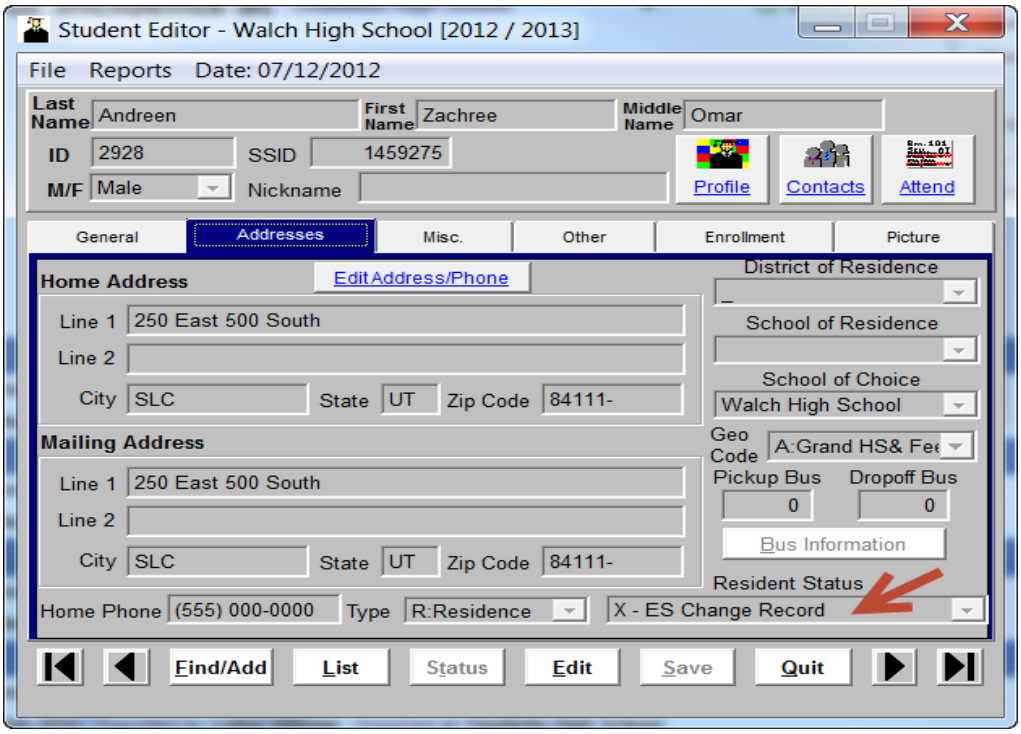
- Select “Active” for Status
- Select “NA-Non Attender” for Entry Code
- Enter the “Entry Date” (Use the first day of school)
- Verify that the “Grade” remains “Twelfth”
- Click “Continue”



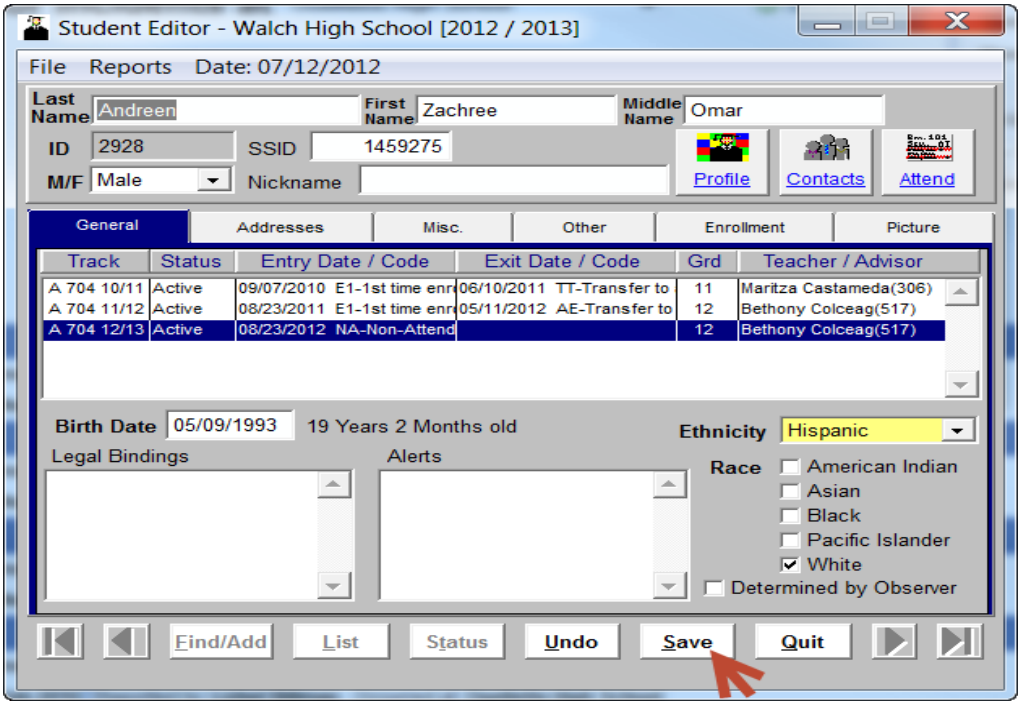
- Go to “Misc” tab
- Select the appropriate code for “H.S. Completion Status”
- Enter “Graduation Date”



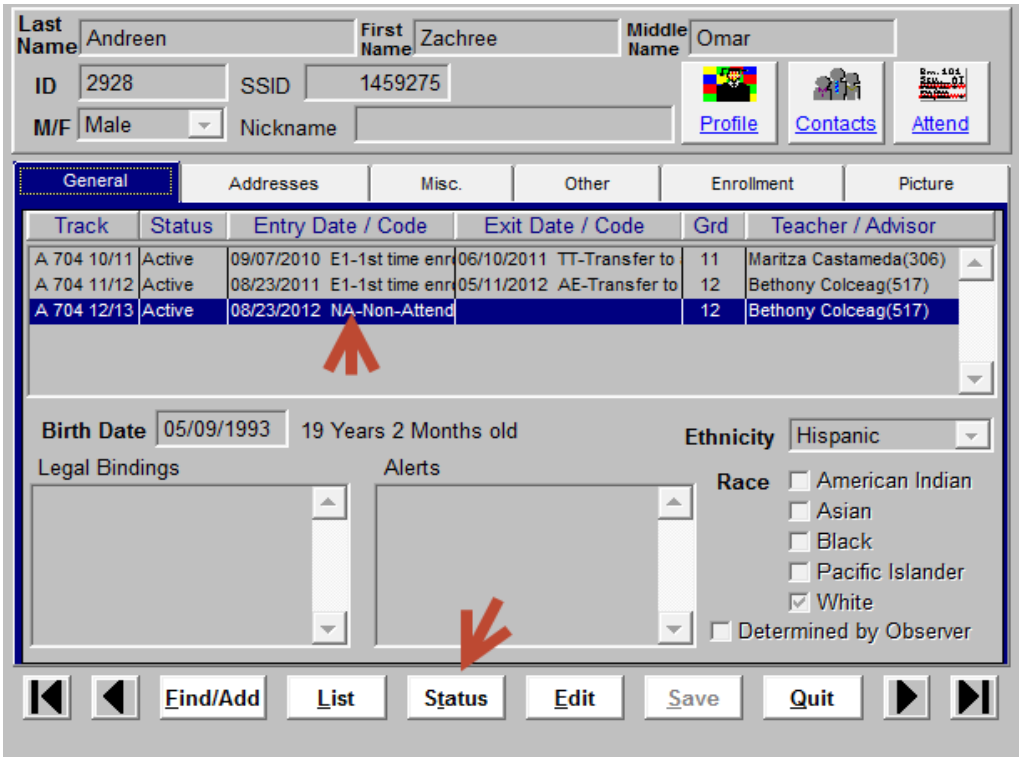
- Select “Addressess” tab
- Select “X – ES Change Record” for Resident Status



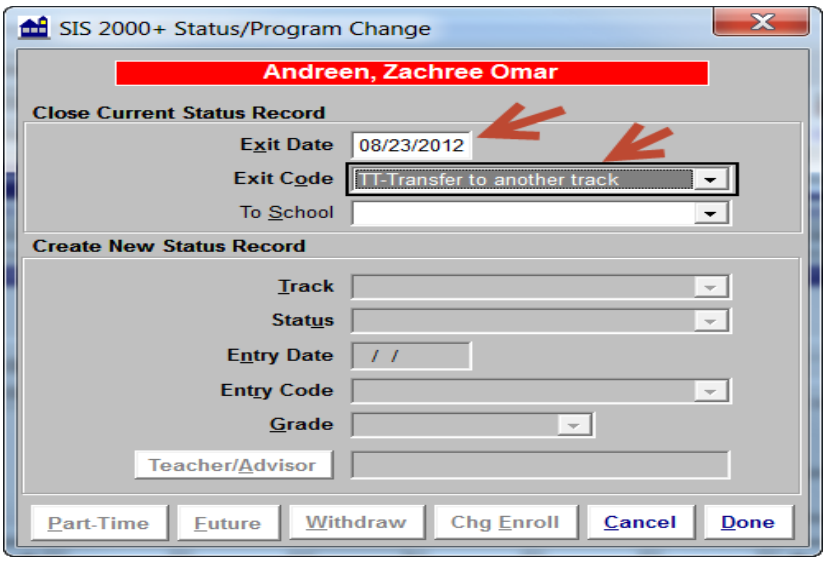
- Click “Save”



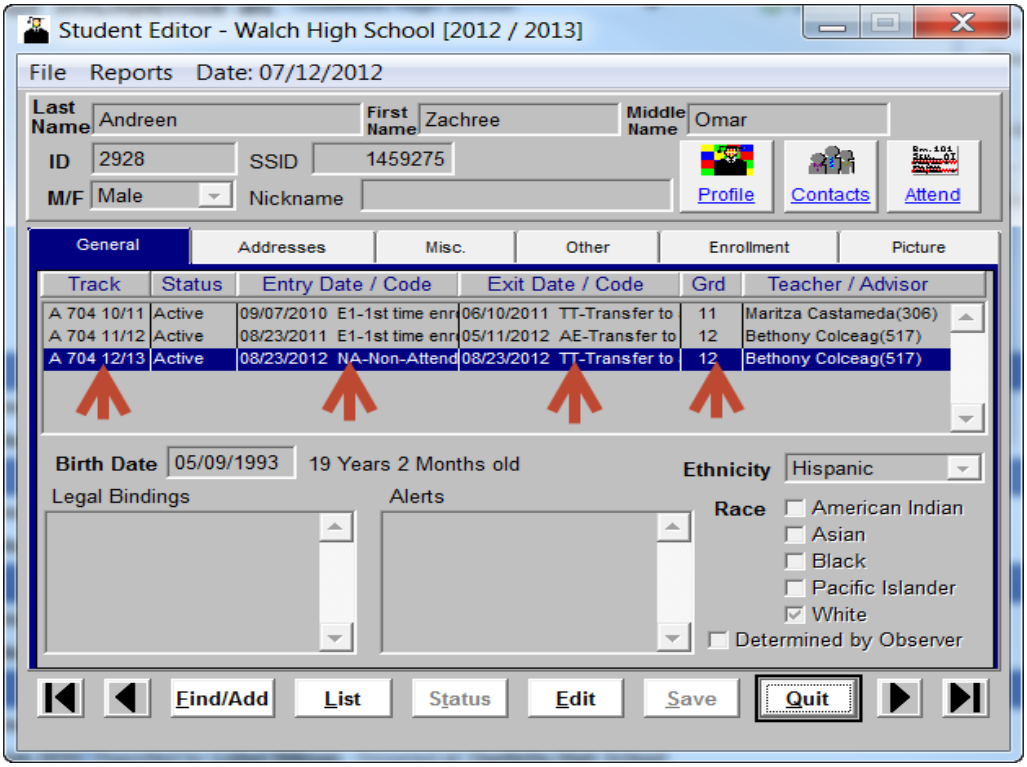
- Select “General” tab
- Highlight the current Track
- Select “Status”



- Click “Withdraw”
- Enter “Exit Date” (Make sure that you use the following day as the Exit Date)
- Enter “Exit Code” that applies to the student
- Click “Done”



- Click “Quit”



This updated information will be sent to UTREx during your next upload. If you have any questions, please contact your SIS 2000+ Specialist.